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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 3790.1**Effective Date: June 11,
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2019[Printable Format \(PDF\)](#)

Request Notification of Change (NASA Only)

Subject: NASA's Domestic Violence, Sexual Assault, and Stalking Response Plan**Responsible Office: Office of Human Capital Management**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) | [Chapter8](#) |
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Chapter 3. Reporting Guidance for Supervisors and Employees

3.1 Reporting Guidance for Supervisors

3.1.1 Domestic violence may impact the safety and productivity of employees as well as their colleagues. Management has the responsibility to take appropriate steps to prevent and promptly respond to situations that are threats to the safety and security of an employee and/or the workplace. Additional guidance can be found in NPD 1600.3 and the NASA Desk Guide for the Prevention of and Response to Workplace Violence.

3.1.2 Any individual's disclosure of information that reveals an imminent threat to the safety and security of a person or the workplace shall be reported immediately to Security.

3.1.3 When an employee discloses information and there is no imminent safety threat, supervisors should encourage the employee to report to Security or an EAP counselor and offer the option of a workplace security plan (reference paragraph 3.4). If the supervisor believes that the information has the potential to become a workplace safety or security issue, they should report the conduct to Security as provided in NPD 1600.3.

3.2 Reporting Guidance for Employees

3.2.1 Employees who suspect or witness acts of violence or those who recognize an imminent threat to the safety and security of an employee in the workplace shall immediately report their concerns to the appropriate emergency services (i.e., 911), their supervisor and Security.

3.2.2 When an employee discloses information and there is no imminent safety threat, the employee receiving the information should report the incident to Security, HR, or an EAP counselor.

3.2.3 Employees are encouraged to discuss their needs (e.g., a workplace security plan) with their supervisor, HR, and/or EAP counselor to help maintain a secure and productive working environment.

3.2.4 Employees shall disclose when they are subject to a protection or restraining order, or a named defendant in a criminal action as a result of a threat or act of domestic violence, sexual violence, dating violence, or stalking, in any of the following circumstances:

- When required by the terms of the order/action to disclose to their employer;
- When required by law (e.g. 5 CFR 732 and E.O. 12968 for those in sensitive positions, 18 U.S.C. § 922 (d) (9) (formerly the Lautenberg Amendment); or
- When required by NASA policy (e.g., in connection with the completion of security questionnaire requirements).

3.3 Reporting Guidance for Non-NASA Personnel Working on/in a NASA Facility

3.3.1 Individuals who suspect or witness acts of violence or those who recognize an imminent threat to the safety and security of an individual in the workplace shall immediately report their concerns to the appropriate emergency

services (i.e., 911) and Security.

3.3.2 When an individual discloses information and there is no imminent safety threat, the individual receiving the information should report the incident to Security.

3.3.3 Individuals are encouraged to discuss their needs (e.g., a workplace security plan) with their contractor supervisor/program manager and/or Security.

3.3.4 Non-NASA employees shall disclose to their employer when they are subject to a protection or restraining order, or a named defendant in a criminal action as a result of a threat or act of domestic violence, sexual violence, dating violence, or stalking, in any of the following circumstances:

a. When required by the terms of the order/action to disclose to their employer.

b. When required by law (e.g. 5 CFR 732, and E.O. 12968, for those in sensitive positions, 18 U.S.C. § 922 (d) (9) (formerly the Lautenberg Amendment).

3.4 Workplace Security Plans

3.4.1 When employees disclose they have a protection or restraining order, the supervisor, in consultation with the Center's HR, legal counsel, and Security, shall assist the employee wherever possible in creating a safe working environment.

3.4.2 When employees request a workplace security plan, supervisors shall involve appropriate points of contact in HR, EAP, and Security personnel. A workplace security plan may involve temporary or long-term changes to an employee's work schedule, physical location, or IT resources.

3.4.3 Special consideration may be needed for situations that involve "cyberstalking" (see Appendix A for the definition of cyberstalking). Local information/computer technology and Security personnel should be consulted to address these safety concerns.

3.4.4 Security personnel can assist employees with the following types of issues: dealing with telephone, internet, or email harassment at the workplace; addressing safety when entering or leaving a worksite; using technology to enhance safety (e.g., cellular phones); what to do if confronted in the workplace by an alleged perpetrator; and, what to do if the employee sees an alleged perpetrator trying to enter the workplace.

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